



System Training and Response (STaR) Team – SAIS Workshop

Charter School Estimated Count

This 90 minute presentation will focus on the procedures that are necessary for personnel from Charter Schools to submit the Charter School Estimated Count. Estimated Count provides the basis for calculating State Aid for charter schools until average daily membership (ADM) based on the first 40 days of instruction is established from data that are submitted to the Student Accountability Information System (SAIS). Emphasis will be placed on understanding how differences between the Estimated Count and ADM can impact State Aid.

Target Audience

Charter School Operators who are unfamiliar with procedures related to submitting the Charter Estimated Count.

Note: The procedures required to submit the Charter School Estimated Count for fiscal year 2010 have changed slightly from those required for fiscal year 2009. The information presented in this workshop will be nearly identical to that presented in similar workshops held during May 2008. The only change relates to a removal of the requirement to have submitted an M&O declaration prior to payment eligibility. Charter School personnel who are well versed in the procedures necessary to submit the Charter Estimated Count and who understand the consequences of substantially over or under estimating the count may not derive significant benefit from attending this workshop.

Workshop Activities

- Participants will be guided through the contents of the Charter School Enrollment Packet.
- The process of using features available within the Charter Estimated Counts application on ADE's Common Logon to submit student information will be explained. An option to submit student information by use of a properly formatted text file will also be explained.
- Information and examples to illustrate how differences between Estimated Count and ADM can impact State Aid will be provided.
- Deadlines for submitting and subsequently updating the Charter Estimated Count will be clarified.
- Participants will have opportunities to pose questions related to Charter Estimated Count.

Information for workshop participants:

- Pre-registration through use of the ADE "Calendar of Events" located at <http://www.ade.az.gov/onlineregistration/calendar/RenderCalendar.asp> is required.
- Session dates, times and locations are found on page 2.
- Sessions will begin promptly at the specified time. Participants are asked to allow adequate time for travel, parking and locating the classroom.
- Please visit the STaR Team web site at <http://www.ade.az.gov/schoolfinance/star> to download, print, and carry to the workshop the documents used to support this workshop. (Documents will be posted by 5 pm on June 10, 2009.)

Charter School Estimated Count

Northern Region Location

Monday, June 15	9:30 – 11:00 AM	Flagstaff Unified School District, Boardroom 3285 E. Sparrow Ave., Flagstaff, AZ
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Central Region Locations

Friday, June 20	9:30 – 11:00 AM	Arizona Department of Administration, Room 300 100 N. 15th Ave, Phoenix, AZ
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Southern Region Locations

Tuesday, June 16	9:30 – 11:00 AM	Lee Instructional Resource Center Computer Lab 2025 W. Winsett, Tucson, AZ
Thursday, June 18	1:00 – 2:30 PM	Lee Instructional Resource Center Computer Lab 2025 W. Winsett, Tucson, AZ

For driving/parking directions, please click on:

Directions to STaR Team Workshop Locations at <http://www.ade.az.gov/schoolfinance/star>